

2012 CITY OF FALLS CHURCH HOLIDAY CRAFT SHOW

VENDOR APPLICATION & CONTRACT

WHAT: 20th Annual Juried Holiday Craft Show
WHEN: Saturday, December 1, 2012 from 9am – 4pm and
Sunday, December 2, 2012 from 11am – 4pm
WHERE: Falls Church Community Center
223 Little Falls Street
Falls Church, VA 22046

APPLICATION DEADLINE: Friday, June 22, 2012

VENDOR STIPULATIONS:

- ❖ All items must be hand-made **by the vendor**. No kits, import items, patterns, wholesale, resale, or flea market items. All baked goods must be made by the vendor and individually pre-wrapped.
- ❖ All applications must include a completed application, three printed (not e-mailed) color photographs (with at least one showing booth set up), and list of prices of all items to be sold and a description of how you create your goods. Photos will be returned with acceptance or denial information.
- ❖ Vendors must stay both days for the entire hours of the show and may not leave the booth unattended during the show hours except for short periods.
- ❖ Tables must be covered to the floor, and no boxes or packing items can be visible.
- ❖ Vendors must stay in their assigned space. Vendors shall NOT sublet any part of their space or use any aisle space.
- ❖ Vendors shall leave their assigned spaces in good order. Vendors shall not cause damage to walls or floors.
- ❖ Electrical power will be provided to those booths paying the additional fee. Vendors must provide their own electrical cords and lights. A maximum of two 75-watt lights are permitted.
- ❖ Vendors are responsible for the licenses and taxes related to their sales.
- ❖ Baked good vendors are responsible for meeting all Fairfax County Health Department regulations. For a copy of the regulations or for any questions, call (703) 246-2444.
- ❖ Vendors are responsible for the licenses and taxes related to their sales. An ST-50 tax form will be included in your vendor confirmation packet. For any tax questions, contact Jennifer Burton, Virginia Department of Taxation at (703) 590-2390.
- ❖ Falls Church Recreation & Parks Department reserves the right to limit number of vendors per category, but **exclusivity of items is not guaranteed. Jewelry vendors are encouraged to demonstrate how their jewelry is unique (please specify type.) Only a limited amount of jewelry vendors will be accepted in the show. If you wish to display any type of jewelry at your booth, you must apply as a jewelry vendor. If you do not apply in the jewelry category, you will not be permitted to display any jewelry during the show.**
- ❖ Falls Church Recreation & Park Division will not accept responsibility for any financial commitments and/or obligations undertaken by an individual or organization and will not be responsible for lost, stolen, or damaged items. You must provide your own insurance.
- ❖ No refunds or transfers.
- ❖ Vendors will be notified of acceptance or denial in the show by Monday, August 27, 2012. If you are accepted into the show, you must send a check or credit card payment by Monday, October 1, 2012. Details for those accepted will be mailed in November.

Must be received by Friday, June 22, 2012. Please do not submit payment with the application.

TO APPLY:

1. Complete the attached form.
2. Enclose: ___ 3+ color photographs of all items to be sold, including one of the booth set-up.
___ Prices of all items to be sold should be listed on the back of photos or on an attached sheet.
___ A brief, written description of how your items are created This may be done in as little as a few lines.
___ Two (2) self-addressed stamped envelopes, one large enough for your photos.
3. Mail to: Falls Church Recreation & Parks Department
Holiday Craft Show
223 Little Falls Street
Falls Church, VA 22046-4304
(703) 248-5027 Fax: (703) 536-8150
5. Email to: jpaxton@fallschurchva.gov

2012 FALLS CHURCH HOLIDAY CRAFT SHOW

ORGANIZATION NAME: _____

CONTACT NAME: _____

COMPLETE MAILING ADDRESS: _____

ZIP: _____

E-MAIL: _____ WEB SITE: _____

TELEPHONE NUMBERS: PRIMARY: (____) _____ ALTERNATE: (____) _____

STATE TAX REGISTRATION NUMBER: _____

DETAILED DESCRIPTION OF ALL ITEMS TO BE SOLD*: _____

* These descriptions will be used by the jury to help evaluate your items. Attach description of process used to create items.

- ☐ **I wish to display jewelry at my booth.** If you wish to be display any jewelry, of any kind and any quantity, at your booth you must check this box. You will be judged as a jewelry vendor. Be sure to include photos of your jewelry and description of your process used to create your pieces. Only accepted jewelry vendors will be permitted to display jewelry during the show.

BOOTH FEE: _____ \$185 FOR GYM SPACE
_____ \$125 FOR COMMUNITY CENTER ROOM (located upstairs, above gym)

ALL SPACES ARE **(10' across X 8' deep)** AND INCLUDE TABLES AND CHAIRS

ELECTRICITY: _____ NO _____ YES, ADDITIONAL \$10 FEE

NUMBER OF TABLES: _____ 6FT. _____ 8FT.

*MAXIMUM OF 3 TABLES WITH A LIMIT OF 1 8FT TABLE
EACH BOOTH WILL BE PROVIDED 2 FOLDING CHAIRS.

CHOOSE SET-UP TIME: _____ FRIDAY, NOVEMBER 30; 6 – 9pm
_____ SATURDAY, DECEMBER 1; 6 – 9am

Request same space as 2011 Holiday Craft Show (may not be available) ____ Y ____ N **SPACE#** _____

Please DO NOT send money with this application

I HAVE READ THE VENDOR STIPULATIONS AND AGREE TO ABIDE BY ALL TERMS. BY SIGNING THIS DOCUMENT, I AM CERTIFYING THAT ALL MY GOODS FOR SALE ARE HANDMADE, BY ME. IF I VIOLATE ANY OF THE VENDOR STIPULATIONS, I MAY BE FORCED TO CLOSE MY BOOTH AND FORFEIT ALL FEES PAID. ONCE I AM ACCEPTED INTO THE SHOW, I WILL SEND A CHECKOR CREDIT CARD PAYMENT FOR THE FULL FEES NO LATER THAN OCTOBER 1, 2012. IF THE FEES ARE NOT RECEIVED BY THIS DATE, I UNDERSTAND I WILL FORFEIT MY SPACE IN THE SHOW.

SIGNATURE _____ DATE _____

Applications can also be found at www.fallschurchva.gov

OFFICE USE ONLY=====

DATE RECEIVED: _____ JURY NUMBER: _____

AMOUNT: \$ _____ BOOTH #: _____